

W
3 May 1963

MEMORANDUM FOR: Chief, Mail & Courier Branch/OL
SUBJECT : Change in Courier Service for DD/R

1. It is requested that on Monday, 6 May 1963, all mail for OEL/DDR, except TOP SECRET and pouch material from RI/D&P, be delivered direct to room 2F-24.

2. For your information, OEL/DDR is behind a "barrier" which requires an "A" on the agency badge to allow entry. The person who is to be responsible for the receipt of the mail is [REDACTED] 25X1A
extension 6350.

3. If there are any questions relating to the aforementioned request, please be free to contact the undersigned on extension 7787.

SIGNED

[REDACTED] 25X1A
MAIL & FILE SUPERVISOR
O/DD/R

Distribution:
Orig & 1 - Addressee
1 - OEL/DDR
✓ 2 - DD/R

DD/R Registry/[REDACTED] 7787:mac (3May63)

25X1A